



*Embassy of the United States of America
New Delhi, India*

May 9, 2012

Dear Prospective Offeror:

SUBJECT: Solicitation Number S-IN650-12-R-0063 for providing Group Life Insurance Services.

The Embassy of the United States of America invites you to submit a proposal for customized Group Life Insurance services for the Locally Engaged Staff (LES), Personal Services Contract (PSC) and Personal Services Agreement (PSA) employees of American Embassy, New Delhi, its consulates and all U. S. Government agencies in India.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the Contracting Officer – Carrie L. Basnight on or before 1500 hours on May 22, 2012. No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33;
2. Section B, Pricing Schedule;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to the undersigned by letter or by telephone 24198728 during regular business hours.

Please note that proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation will be deemed technically unacceptable. Therefore, please quote strictly in accordance with the requirements stated in this solicitation

Sincerely,

A handwritten signature in blue ink, reading "Carrie Basnight".

Carrie L. Basnight
Contracting Officer